















Level 2 – Personal Development Scheme of Work 24/25







Term 1 – Everyone Belongs



Week	W/C	Topic	Intended Outcomes	My PD Journey Tracker	National Awareness Days/Weeks/Months
1	9th Sept COBC Introduction Week 2024 Welcome Fest	<u>Introduction Week – Personal Development Workshop & Enrichment (Bookable)</u> Why we do Personal Development Tutorials Attendance How Personal Development links to your course Ice breaker activities	<ul style="list-style-type: none"> ▶ To recognise the purpose of Personal Development tutorials and being a COBC student ▶ To ensure your attendance in Personal Development tutorials remains above 90% ▶ To recognise how Personal Development links with your course 		World Suicide Prevention Day 10th September International Day of Democracy 15th September
2	16th Sept	<u>Equality, Diversity & Inclusion</u> Everyone Belongs Belonging Accepting others College community	<ul style="list-style-type: none"> ▶ To identify the meaning of belonging ▶ To demonstrate empathy and respect for others ▶ To recognise the importance of community cohesion 		World Alzheimer's Day 21st September
3	23rd Sept	<u>My Identity</u> Who am I? Respect Building relationships Overcoming conflict in friendships	<ul style="list-style-type: none"> ▶ To enhance self-understanding ▶ To recognise the importance of positive interactions with others ▶ To identify and develop effective conflict resolution skills 		
4	30th Sept	<u>Safeguarding– Keeping Myself Safe</u> Online safety Social conduct Digital footprint Keeping safe on social media	<ul style="list-style-type: none"> ▶ To recognise the risks posed online ▶ To recognise the importance of digital citizenship and ethical behaviour online ▶ To develop critical thinking and media literacy skills 		
5	7th Oct	<u>My Goals & Aspirations</u> What do you want to achieve?	<ul style="list-style-type: none"> ▶ To identify key personal goals ▶ To develop an action plan ▶ To identify strategies to stay motivated and on track 		National Hate Crime Awareness Week – 12th October
6	14th Oct	<u>PREVENT & British Values</u> What are Prevent & BV? Discussion Produce group presentation	<ul style="list-style-type: none"> ▶ To demonstrate current knowledge on BV & Prevent ▶ To raise awareness of risks and responsibilities ▶ To develop one's own critical thinking, resilience and respectful dialogue 		Black History Month World Mental Health Day 10th October World Values Day – 17th October
7	21st Oct	<u>Communication</u> Effective communication Tools to avoid conflict Conveying a message Conduct & emotion	<ul style="list-style-type: none"> ▶ To identify the importance of good communication ▶ To recognise and develop emotional intelligence ▶ To develop effective conflict resolution skills 		
	28th Oct		<u>Half Term break</u>		

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8	4th Nov	<u>Being Organised</u> Personal organisation College organisation	<ul style="list-style-type: none"> ▶ To identify the importance of time management skills ▶ To develop planning and prioritisation skills ▶ To promote self-regulation and accountability 		November – Men's Health Awareness Month
9	11th Nov	<u>My Digital Skills</u> Grofar Word My Day LinkedIn PowerPoint Teams Files	<ul style="list-style-type: none"> ▶ To identify the importance of enhancing digital literacy skills ▶ To develop knowledge on technical skills on digital college platforms ▶ To recognise areas of digital skills that require further development 		Armistice Day – 11th November World Kindness Day 13th November
10	18th Nov	<u>My Work Experience</u> How to gain work experience The benefits of work experience	<ul style="list-style-type: none"> ▶ To recognise the benefits of WEX ▶ To create WEX opportunities for the future ▶ To develop key employability skills needed to engage in work experience 		
11	25th Nov	<u>Building My Confidence</u> How to develop your confidence Why is confidence important?	<ul style="list-style-type: none"> ▶ To recognise the importance of confidence ▶ To develop strategies to build confidence ▶ To promote the importance of growth mindset and self-efficacy 		
12	2nd Dec	<u>Health & Safety in Industry</u> The importance of Health & Safety specific to industry	<ul style="list-style-type: none"> ▶ To develop important legal and ethical Health & Safety responsibilities ▶ To identify occupational hazards and risks ▶ To recognise the importance of promoting a Health & Safety culture 		International Day of People with Disabilities – 3rd December International Volunteer Day 5th December
13	9th Dec	<u>Employer Encounter</u> Guest speaker relevant to industry *Personal Development Tutorial end of term student feedback survey 1 to be conducted	<ul style="list-style-type: none"> ▶ To gain exposure to real-world perspectives of industry & reflect on your own journey into industry ▶ To Inspire and motivate students ▶ To create networking and relationship building opportunities 	 	Human Rights Day – 10th December
14	16th Dec	<u>Stop the Tracks Week</u>	Specific time allocated to you to engage in a pastoral 1-1 & at least 3 activities relevant to personal development- see timetable guidance provided at the time to book on		International Migrants Day 18th December
	23rd Dec 30th Dec		<u>Winter break - Week 1</u> <u>Winter break - Week 2</u>		

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15	6th Jan	<u>My Mental Health</u> What is mental health? How do we take care of our mental health? What happens if we don't?	<ul style="list-style-type: none"> ▶ To develop good mental health habits ▶ To recognise the importance of mental health care ▶ To identify the consequences of neglecting one's mental health 		Veganuary BRIT Challenge
16	13th Jan	<u>My Physical Health</u> What are good lifestyle choices? What is the impact of poor lifestyle choices? Diet & exercise	<ul style="list-style-type: none"> ▶ To develop good lifestyle choices and recognise the impact on our physical health ▶ To recognise the impact of poor lifestyle choices ▶ To identify the importance of healthy eating and physical activity 		World Religion Day 19th January
17	20th Jan	<u>Taking Care of Myself</u> Strategies for keeping safe Changing habits Sleep/Food/Vaping	<ul style="list-style-type: none"> ▶ To develop practical safety strategies ▶ To recognise important habit changing strategies ▶ To enhance your self-care skills 		International Day of Education 24th January
18	27th Jan	<u>Healthy Relationships</u> Support network Someone to talk to Sexual health	<ul style="list-style-type: none"> ▶ To recognise the importance of having a support network ▶ To develop knowledge of sexual health ▶ To develop healthy behaviours, attitudes and boundaries 		International Day of Education 24th January
19	3rd Feb	<u>My Community Contribution – Week 1</u> Personal community project – Fundraising	<ul style="list-style-type: none"> ▶ To develop project management skills ▶ To recognise community needs and issues ▶ To identify the importance of social responsibility and citizenship 		LGBT History Month National Apprenticeship Week
20	10th Feb	<u>My Community Contribution – Week 2</u>	<ul style="list-style-type: none"> ▶ To implement your community project to develop awareness to others on the impact of supporting your community 		
	17th Feb		<u>Half Term break</u>		





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21	24th Feb	<u>My Next Steps</u> Revisit my goals Current progress What I need to do Maths & English	<ul style="list-style-type: none"> ▶ To recognise and celebrate current progress made ▶ To develop steps to achieve goals ▶ To develop resources needed to achieve goals 		
22	3rd Mar	<u>My Ambition</u> SWOT Analysis Skills	<ul style="list-style-type: none"> ▶ To recognise career ambitions ▶ To identify strengths, weaknesses, opportunities and threats (SWOT) to chosen career ambition ▶ To develop skills needed for chosen career ambition 	 	International Women's Day 8th March
23	10th Mar	<u>My Options</u> What are Apprenticeships? What are T-Levels? Entry requirements	<ul style="list-style-type: none"> ▶ To develop knowledge of what apprenticeships are and opportunities available ▶ To develop knowledge of what T-Levels are and opportunities available ▶ To identify entry requirements and pathways 	 	Young Carers Action Day 16th March
24	17th Mar	<u>Exam Techniques & Revision</u> Repetition Displays & note taking Teaching back How to improve memory	<ul style="list-style-type: none"> ▶ To develop effective individual study strategies and revision techniques ▶ To gain knowledge of the benefits of good time management skills ▶ To recognise the benefits of establishing an effective support network 		International Day of Happiness 20th March
25	24th Mar	<u>Reflection</u> How to use feedback Importance of reflection Using reflection to inform next steps *Personal Development Tutorial end of term student feedback survey 2 to be conducted	<ul style="list-style-type: none"> ▶ To recognise the benefits of using feedback positively ▶ To develop reflective skills ▶ To identify how to use reflection positively 		
26	31st Mar	<u>Stop the Tracks Week</u>	Specific time allocated to you to engage in a pastoral 1-1 & at least 3 activities relevant to personal development- see timetable guidance provided at the time to book on		World Autism Awareness Day 2nd April
	7th Apr 14th Apr		<u>Easter break Week 1</u> <u>Easter break Week 2</u>		

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Term 5 – The Wider World



Week	W/C	Topic	Intended Outcomes	My PD Journey Tracker	National Awareness Days/Weeks/Months
27	21st Apr	<u>Managing my Money</u> Budgeting Cost of living Future finance Pay	<ul style="list-style-type: none"> ▶ To recognise the importance of good financial literacy, budgeting skills and future financial planning ▶ To develop knowledge of the cost of living ▶ To develop knowledge of pay and employment contracts 		Earth Day – 22nd April National Stephen Lawrence Day 22nd April
28	28th Apr	<u>Preparing for Exams</u> Mindfulness Being prepared Exam strategies	<ul style="list-style-type: none"> ▶ To develop reduction techniques and emotional regulation ▶ To develop concentration and cognitive performance ▶ To develop effective study, preparation and time management skills 		
29	5th May	<u>Making a Difference</u> Introduction to Youth Social Action (Case studies) What matters to your community?	<ul style="list-style-type: none"> ▶ To increase self-reflection and awareness of what matters to students ▶ To reflect on what matters to the community and social responsibility ▶ To develop personal growth and fulfilment 		Local & Community History Month
30	12th May	<u>Youth Social Action Project – Week 1</u> Embed sustainability	<ul style="list-style-type: none"> ▶ To identify what Youth Social Action is ▶ To recognise the benefits of Youth Social Action to students and the wider community ▶ To raise awareness of where to find volunteering opportunities 		
31	19th May	<u>Youth Social Action Project – Week 2</u>	<ul style="list-style-type: none"> ▶ To implement your planned Youth Social Action project ▶ To create marketing materials to promote your Youth Social Action project ▶ To resource your Youth Social Action project 		World Day for Cultural Diversity Dialogue & Development 21st May
	26th May		<u>Half Term break</u>		

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32	2nd Jun	<u>Youth Social Action Project – Week 3</u> <u>Group presentations</u>	<ul style="list-style-type: none"> ▶ To develop engaging presentation delivery techniques ▶ To identify the importance of collaboration ▶ To reflect on the impact of your Youth Social Action project 		Pride Month World Environment Day 5th June
33	9th Jun	<u>My Progress</u> How far I have come Action plan & next steps	<ul style="list-style-type: none"> ▶ To recognise and celebrate progress made ▶ To reflect on action plan and goals set in Term 1 ▶ To secure a destination for next academic year 		
34	16th Jun	<u>Personal Development 1 to 1's</u> Enrichment *PD Tutorial end of term student feedback survey 3 to be conducted	▶ Time to reflect on your year and update of your Grofar in creation of your digital CV	 	World Refugee Day – 20th June
35	23rd Jun	<u>Stop the Tracks Week</u> <u>Personal Development 1:1's</u> <u>Enrichment</u>	Specific time allocated to you to engage in a pastoral 1-1 & at least 3 activities relevant to personal development- see timetable guidance provided at the time to book on.		

Area of PD	Careers	Employer/ Encounter	Youth Social Action	Enrichment	World Awareness	Health & Well-being	Work Experience
Token Colour	